



New Awardees' Information for Grant Administration – Graduate Fellowship Grants Web Meeting

January 31, 2008

Waterfront Centre, Room 4301

**800 9th St. S.W.,
Washington, DC 20024**

Presenter: A.A. Trotman



Why (Not) Have This Meeting?

Program Office Perspective

- Where is the information in the accomplishments report that links activities and products to the objectives?
- Why are the grantees not submitting Appointment Forms for student beneficiaries?
- What! Now - 24 months into the award you say you are having problems recruiting students!!!

Past-PD Perspective

- What do I do now that I have the award?
- I am waiting on the Recruiting Office to get me a "good" student.
- What reporting is overdue?
- What forms are needed?
- Where should the reports be sent?
- Can I increase the stipend?



Outline for Breeze Macromedia Web Meeting

- **Introductions**
- **Expectations**
 - Grantees
 - Program Office
- **Administration – Management, Monitoring, Reporting, Acknowledgement and Project Directors' Meeting**
- **Feedback**



Agency Units for NNF Awards Interface

Office of
Extramural
Programs

Science and
Education
Resources
Development

AWARDS
MANAGEMENT
BRANCH

PROGRAM
OFFICE

for NNF
Awards

FUNDS
MANAGEMENT
SECTION

Technical
Management



Management of Your Grant

Where to Begin:

- Award Notice
- Submitted Application WITH Approved Changes Made Prior to Award
- Approved Budget with Justification
- The FY 2007 Request for Applications (RFA)



Monitoring

- Project Directors' role
 - Managing **timeline** for success (recruitment; mentoring; retention; pipelining)
 - Adhering to **scope** of funded project
 - Aligning graduate training of Fellow to TESA funded
 - Managing **reporting** (project accomplishments; Fellow's progress; Entry/Exit; Impacts)
- Extensions of grant period
 - No longer than 5 years



Beneficiary Support

- M.S. Level: maximum of twenty-four (24) months during a thirty-month period;
- Ph.D. Level: maximum of thirty-six (36) months within a forty-two-month period;
- IRTA: eligible USDA NN Fellows with a year remaining on the NNF grant award.



Recruitment

- **When** – with receipt of the Notice of Award from CSREES
- **Scope** – sign up students committed to TESA
- **Who** – can be outsourced BUT remains the management responsibility of the Project Director
- **What** – materials must identify/acknowledge CSREES NNF grant support



Recruitment Interval

- What is the recruitment Interval for NNF grants?
 - 18 months
- Why is the recruitment interval important?
 - If students have not been appointed by 18 months the monies must be returned to CSREES



Form 2010 – Top Section

UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

OMB Approved 0524-0039

Fellowships/Scholarships Entry/Exit Form APPOINTMENT INFORMATION

Institution:		Grant Number:		Date:	
Project Director:		Telephone:	FAX:	E-mail:	
Fellow/Scholar Name and Permanent Address:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: (Check all that apply) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
	Citizenship: <input type="checkbox"/> USA or permanent resident <input type="checkbox"/> Other (specify)			Disability Status: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Degree Sought: <input type="checkbox"/> AS/AA <input type="checkbox"/> BS/BA <input type="checkbox"/> DVM <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate				
Declared Major:		Minor:			
Date Enrolled: (mm/dd/yyyy)					
Official Stipend Dates:					
Began (mm/dd/yyyy)					

Recruitment & Appointment of Beneficiary



- Beneficiary Eligibility – all criteria
 - U.S. Citizenship/U.S. National
- What is the Appointment Form?
 - CSREES Form 2010
- Where is the Appointment Form Found?
- Where and When Should the Appointment Form be Submitted?



REPORTING



Where Do You Find CSREES Form 2010?

USDA United States Department of Agriculture
Cooperative State Research, Education, and Extension Service

The screenshot shows the CSREES website interface. At the top, there are three main categories: 'research', 'education', and 'extension'. Below these is a navigation bar with links: Home, About Us, Funding Opportunities, **Forms** (highlighted with a red box), Business with CSREES, Newsroom, Help, and Contact Us. On the left side, there is a search bar and a sidebar with 'Browse by Audience' and 'Browse by Subject' sections. The 'Forms' section is expanded, showing a list of forms under the heading 'All CSREES Forms'. The list includes 'Application Forms', 'Formula Fund Reporting Forms', and 'Other Forms'. The 'Application Forms' section is further detailed, mentioning that application forms are required for submitting proposals and providing a link to the 'Application Information' page. The 'Formula Fund Reporting Forms' section is also visible, with a link to the '1862 Land-Grant Institutions' page. The 'Research' section is partially visible at the bottom, with a link to the 'Animal Health & Disease Research Funds' page.

Search CSREES

Go

Search Help

Browse by Audience

Information for ...

Browse by Subject

- ▶ Agricultural & Food Biosecurity
- ▶ Agricultural Systems
- ▶ Animals & Animal Products
- ▶ Biotechnology & Genomics
- ▶ Economics & Commerce
- ▶ Education
- ▶ Families, Youth, & Communities
- ▶ Food, Nutrition, & Health
- ▶ International
- ▶ Natural Resources & Environment
- ▶ Pest Management
- ▶ Plants & Plant Products
- ▶ Technology & Engineering

You are here: [Home](#) / All CSREES Forms

Forms

All CSREES Forms

The list below is a compilation of forms used or required by CSREES. Most of these forms are accessible in other places on the Web site, such as the [Doing Business](#) and [Funding Opportunities](#) sections.

- [Application Forms](#)
- [Formula Fund Reporting Forms](#)
 - [For 1862 Land-Grant Institutions](#)
 - [For 1862 Land-Grant Institutions in the U.S. Territories](#)
 - [For 1890 Land-Grant Institutions](#)
 - [For Tribal Colleges](#)
- [Other Forms](#)

Application Forms

Application forms are required as part of the process for submitting proposals that request funding from CSREES. To ensure that you access the appropriate application forms, please note the fiscal year on the front page of the Request for Applications.

For more information about submitting a proposal to CSREES, please see our [Application Information](#) page.

Formula Fund Reporting Forms

For 1862 Land-Grant Institutions

Research

[Animal Health & Disease Research Funds](#) */**

Scroll
Down



Where Do You Find CSREES Form 2010?

Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

Form AD-1049, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I - For Grantees Other Than Individuals

Form AD-1050, Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative II - For Grantees Who Are Individuals

Certification Regarding Lobbying - Contracts, Grants, Loans and Cooperative Agreements

Assurances Regarding Human Subjects, Animals, and Recombinant DNA

Sample Format - Cooperative Agreement Documentation: [PDF](#) | [MSWord](#) | [WordPerfect](#)

[CSREES Form 2010 Fellowships/Scholarships Entry/Exit Form: PDF](#) | [MSWord](#)

[Back to Funding Opportunities](#)

Last Updated: 01/28/2008

[CSREES](#) | [USDA.gov](#) | [Site Map](#) | [Policies and Links](#) | [Grants.gov](#) | [CRIS](#) | [REEIS](#) | [eXtension](#) | [CSREES RSS Newsfeed](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [USA.gov](#) | [White House](#)



How Is CSREES FORM 2010 Used?

Appointment or Entry Form For Fellows	Fill in the data requested in the form	CSREES Form 2010: As soon as student is appointed as a National Needs Fellow	E-Mail Post/Courier Fax	<i>National Needs Fellowship Program Office</i>
Exit Form For Fellows	As Above	When student leaves or is terminated as an NNF Fellow	As Above	As Above
Annual Update Form For Fellows	As Above	Each year on the anniversary of the appointment of the student as a National Needs Fellow	As Above	As Above



Submission of Fellow/Scholar Appointment Form

- What form is needed?
- _____
- Where should the form be sent?
- _____

Submission of Fellow/Scholar Annual Update



- Each Year of the award the PD submits information about the progress of EACH beneficiary
- Information is sent directly to the PROGRAM OFFICE and not to the Awards Management Branch



Annual Update on Form 2010

Academic Accomplishments (Fellows should include publications based on graduate research):

This information must align with the outcomes for the TESA.

Honors/Awards received while in the program (Text):



Other Student-Centered Reporting Requirements

- Progress of Fellows/Scholars – available only to the Program Office
- Do Not Report Individual Student Progress Using Publicly Accessible Portal
- Outcomes Report – Fellows submit an accomplishments report after completing training activity where IRTA funds were used

Funded Grant Accomplishments Reporting Requirements



- CRIS Submission – publicly available to all with access to the Internet
- What should be reported?
 - - accomplishments on the graduate training project;
 - - progress towards meeting the objectives; and
 - - alignment with TESA

Project Accomplishments Reporting: Web-based using CRIS



Annual Accomplishments Reporting On Award Project Management to Meet Grant Objectives and NNF Program Goals

(Not Academic Progress of the Individual Student)

CRIS Web Forms Site

<http://cwf.uvm.edu/cris/>

Accomplishment Report on meeting objectives of the grant is due on the anniversary of the award i.e. each year on the effective date of the award (found on the Notice of Award).

Current Research Information System (CRIS)

From the menu please select:

- Accomplishments Report
- Select your state
- Your participating site is: SERD
- The password is: teach
- You will need to enter the agreement number, the investigator last name, and an email address in order to proceed.



Financial Reporting

- For any award, the awardee institution completes financial reporting (SF 269) as required under the Terms and Conditions of the Award
- The reporting information in the award document is usually submitted by your institutional Grants and Contracts Office



What is the responsibility of the PD in financial reporting?

- PDs should follow-up to determine that reporting on their awards is made

Why is this important?

- Should you submit an application for future funding, untimely reporting can impact subsequent award processing



Pertinent Reference Information

- **Annual NNF/MSP Program Summaries**

- http://faeis.ahnrit.vt.edu/hep/hep_grants.shtml

- **Abstracts of Past-Funded NNF/MSP Projects**

- <http://cris.csrees.usda.gov>

- **CSREES Funding Opportunities Page**

- <http://www.csrees.usda.gov/fo/funding.cfm>

- **Fellowships/Scholarship Appointment and Exit Forms —CSREES 2010**

- http://www.csrees.usda.gov/funding/all_forms.html



Acknowledging Award Source



How To Acknowledge Grant Support from CSREES

- **Training Program supported, in whole or part, through grant funds must acknowledge the funding source.**
- Be sure to review the terms and conditions for your respective award (which differ somewhat depending on the institution receiving the award). ***Terms and conditions are available from the CSREES web site.*** These are also included in the RFA each year if you are not certain which version applies in your case.



How To Acknowledge Grant Support from CSREES

- Along with the current CSREES logo, the following acknowledgment of CSREES support must appear in the publication of any material, whether copyrighted or not, and any products produced in electronic formats (e.g., World Wide Web pages, computer programs, recruitment flyers, etc.) which is substantially based upon or developed under this award:
 - "This material is based upon [work] supported by the Cooperative State Research, Education, and Extension Service, U.S. Department of Agriculture, under Agreement No. [the awardee should enter the applicable award number here]."



Acknowledging CSREES Grant Support . . .

In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement:

- "Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."
- **The awardee is responsible for assuring that an acknowledgment of [agency] support is made during news media interviews, including popular media such as radio, television and news magazines, that discuss in a substantial way work funded by this grant."**



Acknowledging CSREES Grant Support . . .

In addition, all products from student training, including experiential opportunities, supported through grant funds should acknowledge the source of such support:

- The awardee is responsible for assuring that an acknowledgment of [agency] support is made by beneficiaries (MSP Scholars or NNF Fellows) for work/training funded by the CSREES grant.



United States Department of Agriculture

Cooperative State Research, Education, and Extension Service



research



education



extension

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- ▶ Education
- ▶ Families, Youth, & Communities
- ▶ Food, Nutrition, & Health
- ▶ International
- ▶ Natural Resources & Environment
- ▶ Pest Management
- ▶ Plants & Plant Products
- ▶ Technology & Engineering

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Business with CSREES

Business with CSREES

CSREES serves a wide array of public and private organizations and individuals. It issues cooperative agreements and grant awards, responds to requests for various kinds of program and administrative reviews, provides training opportunities, and works with land-grant partners and others on plans of work and other administrative matters. If you don't find the business-related information you're looking for here, you may find it at [Funding Opportunities](#).

- New information is available in response to CSREES' [customer satisfaction survey](#).

For more information about doing business with CSREES, please choose one of the following:

- **Grantee Information**
[GPP Bulletins](#), [FAQs](#), [Award Terms](#), [Federal Regulations](#)...
- **Proposal Review Process**
[Reviewer Guidelines](#), [Review Sheets](#), [Travel Information](#)...
- **Planning and Reporting**
[AREERA](#), [CRIS](#), [REEIS](#), [Stakeholder Input](#)...
- **Formula Funds**
[Hatch](#), [McIntire-Stennis](#), [Smith-Lever](#)...
- **Training Opportunities**
[Grantsmanship Workshops](#), [Administrative Officers Conferences](#) ...
- **Other Business Links**
[NPL State Liaisons](#), [Institutional \(Program\) Reviews](#), [Jobs](#)...

7 CFR Part 3404 Public Information

7 CFR Part 3407 Implementation of National Environmental Policy Act

7 CFR Part 3419 Matching Funds Requirement for Agricultural Research and Teaching and Extension Formula Funds at 1890 Land-Grant Institutions, including Tuskegee University , and at 1862 Land-Grant Institutions in Insular Areas

CSREES Administrative Provisions

7 CFR Part 3400 Special Research Grants Program

7 CFR Part 3401 Rangeland Research Grants Program

7 CFR Part 3402 Food and Agricultural Sciences National Needs Graduate Fellowship Grants Program

7 CFR Part 3403 Small Business Innovation Research Grants Program

7 CFR Part 3405 Higher Education Challenge Grants Program

7 CFR Part 3406 1890 Institution Capacity Building Grants Program

7 CFR Part 3411 National Research Initiative Competitive Grants Program

7 CFR Part 3415 Biotechnology Risk Assessment Research Grants Program

Other Regulations

9 CFR Parts 1, 2, 3 and 4 Rules of practice governing proceedings under the Animal Welfare Act

- Part 1
- Part 2
- Part 3
- Part 4

37 CFR Part 401 Rights to inventions made by nonprofit organizations and small business firms under government grants, contracts, and cooperative agreements

48 CFR Chapter 4 Federal Acquisition Regulations System for the United States Department of Agriculture

Note: Chapter 4 includes 401 - 453

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<http://www.csrees.usda.gov/fo/funding.cfm>
- **Fellowships/Scholarship Appointment and Exit Forms—CSREES 2010**
http://www.csrees.usda.gov/funding/forms_natl_needs.html
- **Education Page**
<http://www.csrees.usda.gov/nea/education/education.html>



Education Grants Project Directors' Meeting

- Upcoming Project Directors' Conference to be held concurrently with annual North American Colleges and Teachers of Agriculture (NACTA) Conference
- 2008 – Utah State University (June 10-13) - <http://www.usu.edu/aste/nacta/>
- 2008 NACTA Call for Abstracts: <http://www.nactateachers.org/Call%20for%20NACTA%20and%20SERD%20Abstracts.pdf>
- 2009 – To be announced